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**Subject: Child Food Packages-WIC Eligible Nutritionals (Medical Foods)**

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Effective Date: October 1, 2015

Revised from: March 27, 2015

**Policy:** Special formulas (including primary contract infant formulas, exempt infant formulas and WIC-eligible nutritionals [medical foods]) may be issued to children when a licensed health care professional determines that the client has a medical condition that precludes the use of a child's food package. These conditions include metabolic disorders, inborn errors of amino acid metabolism, GI disorders, malabsorption syndrome allergies, and increased nutritional needs associated with prematurity or other conditions. Special formulas may not be issued solely for the purpose of enhancing nutrient intake or managing body weight. State Nutritionists are available for consultation and review on any questions regarding formula use.

All foods on the appropriate base food package may be issued if a licensed health care professional indicates the foods are appropriate for the child using the Kansas WIC Special Issuance Authorization for Infants and Children form.

The Kansas WIC Special Issuance Authorization for Infants and Children form must be completed by the client's health care professional and kept on file for all special formulas. A new request is required for each new certification period, when the requested time frame expires in the middle of a certification, or whenever the formula is changed to another special formula.

**Reference: CFR §246.10**

**Procedure:**

1. Obtain a completed Kansas WIC Special Issuance Authorization for Infants and Children form from the health care professional. Forms can be faxed to the physicians' offices or given to the client. Encourage physicians' offices to copy the form as needed.
  - a. A physician or APRN/RPA working under the supervision of a physician must sign the Kansas WIC Special Issuance Authorization for Infants and Children form.
  - b. The following items are required to be documented before a special formula may be issued.
    - Formula / WIC-eligible Nutritional (Medical Food). The brand name of the product is requested).
    - Length of time formula required.
    - Daily amount required.
    - Acceptable diagnoses:
      - ▶ The medical reason that supports the issuance of a special formula. Each decision to honor a request for a special formula should be contingent upon the child's

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medical diagnosis, feeding history, and the composition of the requested formula. Refer to the [Appendix 1: Formula Manufacturers and Products](#) for a description, recommended uses, features and nutritional information for each formula.

- ▶ Special formulas may not be issued to any client for the purpose of enhancing nutrient intake or managing body weight without an underlying medical condition.
  - Foods that WIC may issue to the child.
  - Health care professional's name, contact information and signature.
  - Date of the health care professional's signature.
- c. If the health care professional submits a referral form, note or hospital discharge sheet that includes all the required information, the CPA may complete the Kansas WIC Special Issuance Authorization for Infants and Children based on the submitted information. The original information must be filed with the Kansas WIC Special Issuance Authorization for Infants and Children form.
- d. If the client is transferring from another WIC program and reports receiving a special formula at the previous clinic. See policy [CRT: 10.05.00 - Transfers Using a Non-Contract or Special Formula](#).
- e. If a Kansas WIC Special Issuance Authorization for Infants and Children is not submitted:
- And the **health care professional can be contacted** while the client is in the WIC clinic; one month's checks may be issued after the CPA obtains the required information by telephone and documents it in the child's WIC record. A Kansas WIC Special Issuance Authorization for Infants and Children completed by the health care professional must be on file at the WIC clinic before additional checks can be issued.
  - And the **health care professional cannot be contacted** while the client is in the WIC clinic, one month's checks may be issued if the CPA documents why the request for a special formula is valid in the client's WIC record. A Kansas WIC Special Issuance Authorization for Infants and Children must be on file at the WIC clinic before additional checks can be issued.
- f. If an incomplete Kansas WIC Special Issuance Authorization for Infants and Children is submitted:
- And the **health care professional can be contacted** while the client is in the WIC clinic;
    - ▶ If any of the following items are missing, checks may be issued for the full requested time frame after the CPA obtains the information by telephone and

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documents it in the child's WIC record and on the Kansas WIC Special Issuance Authorization for Infants and Children. The CPA must date and initial each added item.

- Daily amount required.
- Length of time formula required.
- Health care professional's name and contact information.

- ▶ If any of the following items are missing, one month's checks may be issued after the CPA obtains the information by telephone and documents it in the child's WIC record and on the Kansas WIC Special Issuance Authorization for Infants and Children. A Kansas WIC Special Issuance Authorization for Infants and Children completed by the health care professional must be on file at the WIC clinic before additional checks can be issued.

- Formula / WIC-eligible Nutritional (Medical Food.) The brand name of the product is requested.
- Acceptable diagnoses – the medical reason that supports the issuance of a special formula.
- Health care professional's signature and date. – confirm the health provider requested the product and will provide a signed and dated Kansas WIC Special Issuance Authorization for Infants and Children form within one month.

- And the **health care professional cannot be contacted** while the client is in the WIC clinic:

- ▶ One month's checks may be issued after the CPA documents the following in the client's WIC record:
  - The reason the request for a special formula seems valid.
  - A description of attempts to contact the health care professional or why the health care professional could not be contacted.
- ▶ A completed Kansas WIC Special Issuance Authorization for Infants and Children must be on file at the WIC clinic before additional checks can be issued.

g. If any information on the Kansas WIC Special Issuance Authorization for Infants and Children needs clarification, checks may be issued for the full requested time frame after the CPA confirms the information by telephone and documents it in the child's WIC record and on the Kansas WIC Special Issuance Authorization for Infants and Children.

h. After ensuring all required information is documented the CPA should complete the "WIC Office Use Only" section and sign the Kansas WIC Special Issuance Authorization for Infants and Children.

2. Prescribe an age and situation-appropriate food package containing the special formula requested.

a. If the desired special formula is not available in KWIC, contact the SA.

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3. If there is a choice in consistency, the caregiver may request either the powdered or the concentrated liquid form. If ready-to-feed formula is requested, document the reason in the client's KWIC record. (see Policy: [FCI: 02.01.00 - Food Packages for Children](#)..
4. Tailor the base food package, as necessary, to prescribe an age and situation-appropriate food package.
5. Base food packages are tailored by selecting the desired food item from each food category basket. The base food packages for children are:

<b>Basket</b>	<b>Food Item</b>	<b>Food Package 4a-12 to 24 mo 12 to 24 months old</b>	<b>Food Package 4b&gt;=24mo even=beans 4b&gt;=24mo odd=PB 24 months old or older</b>
Juice	Ready to Drink Juice	2 64 fl oz containers	2 64 fl oz containers
Dairy	Whole Milk	4 gallons	N/A
	Skim, 0%, ½% or 1% Milk	N/A	4 gallons
	2% Milk	N/A	4 gallons (CPA determines need for underweight.)
Cereal	Breakfast Cereal	36 oz	36 oz
Eggs	Eggs	1 dozen	1 dozen
Grains	Whole Grains	32 ounces	32 ounces
Legumes	Canned Beans	4 - 15 to 16 oz cans	4 cans - 15 to 16 oz (even months)
	Peanut Butter	N/A	18 oz jar (odd months)
FVC	Fresh Fruit & Vegetables	\$8.00	\$8.00

6. Children receiving a medical foods authorized food package may have the food package tailored to receive commercial baby food fruits and vegetable in lieu of the cash-value voucher. The substitution ratio is 128 ounces (32 containers) of infant (baby) food fruits and vegetables for the \$8 fruit and vegetable check.

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7. For children, all baskets except formula are defined in policy [FCI: 02.01.00 - Food Packages for Children](#).
8. The formula basket and contents are:

<b>Formula Basket - Children</b>		
<b>Food Item</b>	<b>Yield</b>	<b>Maximum Amount</b>
4-pks Boost Kids Essentials RTF (8.25 oz box)	33	27
8 oz box Boost Kids Essentials 1.5 (w/ or w/o fiber) ready-to-feed	8	114
6-pks Bright Beginnings Soy Pediatric Drink RTF (8oz containers)	48	19
6-packs Carnation Breakfast Essentials RTF (8 oz-containers)	48	19
250 mL Compleat Pediatric RTF	8.45	108
250 mL Compleat Pediatric Reduced Calorie RTF	8.45	108
Direct Shipped Formula – see policy <a href="#">FCI:02.06.00-Direct Shipments of Specialized Formulas</a>		
14.1oz (400g) Duocal powder		9
14.1 oz Elecare for Infants DHA/ARA powder	95	10
14.1 oz EleCare Jr powder	62	15
12.8 oz EnfaCare powder	96	10
Quart EnfaCare ready-to-feed	32	29
12.9 oz Good Start Soy Powder	91	10
12.1 oz. Good Start Soy Concentrate	24.2	38
8.45 oz Good Start Soy ready-to-feed (4-packs)	33.8	27
12.6 oz Good Start Nourish powder	74	9
14.1oz (400g) NeoCate Junior powder	65	14
14.1oz (400 g) NeoCate Junior powder with Prebiotics	65	14
14 oz (400g) Neocate powder	84	10
13 oz Nutramigen concentrate	26	35
12.6 oz Nutramigen powder	79	11
quart Nutramigen ready-to-feed	32	29
12.6 oz Nutramigen Toddler powder	86	10
250 mL NutrenJunior or NutrenJunior w/Fiber RTF	8.45	108
12.7 oz PediaSamart Soy Powder	49	16
6-pack PediaSure or PediaSure w/Fiber RTF (8 oz containers)	48	19
8 oz PediaSure 1.5/PediaSure 1.5 w/ fiber RTF	8	114
4-pack PediaSure Sidekicks ready-to-drink (8 oz containers)	32	28
250 mL PeptamenJr w/ or w/o fiber or Prebio RTF	8.45	108

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<b>Formula Basket - Children</b>		
<b>Food Item</b>	<b>Yield</b>	<b>Maximum Amount</b>
250 mL Peptamen Junior 1.5 ready-to-feed	8.45	108
16 oz Pregestimil powder	112	9
14.1 oz PurAmino powder	98	10
case of 27-8 oz containers Boost Breeze RTF	216	4
250 ml Renalcal –RTF	8.45	108
13 oz Similac Advance concentrate	26	35
12.4 oz Similac Advance powder	90	11
quart Similac Advance ready-to-feed	32	29
12.3 oz Similac for Spit-Up powder	90	11
quart Similac for Spit-Up ready-to-feed	32	29
16 oz Similac Expert Care Alimentum powder	115	9
quart Similac Expert Care Alimentum RTF	32	29
13.1 oz Similac Expert Care NeoSure powder	87	11
quart Similac Expert Care NeoSure ready-to-feed	32	29
14.1 oz Similac PM 60/40 powder	102	10
13 oz Similac Sensitive for Fussiness & Gas conc	26	35
12.6 oz Similac Sensitive for Fussiness & Gas powder	90	11
quart Similac Sensitive for Fussiness & Gas RTF	32	29
12 oz Similac Total Comfort Powder	86	11
8-packs Similac Special Care w/Iron 24 RTF (2oz containers)	16	56
Suplena (24 8-oz containers per case)	8	114
cartons of 6 packets Vivonex Pediatric powder (1.7 oz pkt)	50.7	18